

Request to Attend Conference / Meeting

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.

Individual Attending Laura Perry
Name of Conference PDE Data Conference
Location of Conference The Hershey Lodge, Hershey PA
Date(s) March 15 - 18, 2020 Days of Week Sunday - Wednesday

Are you an active member of the organization sponsoring this event? Yes No
Is this conference directly related to a classroom assignment? Yes No

Purpose of conference:
To learn of Child Accounting and PIMS Reporting Standards; including year end reporting to PDE and special reports throughout the year such as Act 16. A large number of the PIMS reports directly relate to the PA subsidy formula which determine the district's state revenue allocations.

Number of school days absent for conference/meeting: 3
Total number of days requested for conference/meeting: 4 (include travel time)
Estimated time of departure: _____
Estimated time of return: _____

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$172.50
Lodging: \$450.00
Meals: \$0.00
Registration: \$375.00
Other: \$0.00
Total Estimated Expenditures: \$997.50

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

**All receipts must be itemized.
Tips are not reimbursable.**

Submitted by: Laura Perry Date: March 3, 2020

Recommended to Superintendent: Yes No _____
Principal Signature
Account # _____ Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: Brenda M Freeman
Superintendent Signature

Date Approved by School Board: _____